

Two-Week Extension of Benefits

This rule only applies to **some pay periods** when the last day worked is AFTER the period covered by insurance. If this occurs, the employee may purchase an additional pay period of coverage at the Employee/Pay rate. *THIS DOES NOT HAPPEN EVERY PAY PERIOD.*

- The employee cannot make changes to coverage in effect.
- To determine if the employee qualifies for the Two-week Extension the termination date would need to be the date after the period covered by insurance.

| Period Covered by Insurance | Pay Period | |
|-----------------------------|-----------------|---------------------------------|
| Two-week Extension | | |
| Jan 01 – Jan 15 | Jan 06 – Jan 19 | 1/16, 1/17, 1/18, 1/19 |
| Mar 16 – Mar 31 | Mar 17 – Mar 30 | No Two-week Extension Available |

- A. The employee would be entitled for the Two-week Extension because his/her termination is after the coverage of the insurance (Jan 19) and still in the pay period (Jan 16). Therefore the dates between would be eligible for this rule.
- B. There is no date that would qualify for the Two-week Extension. Look at the last date of insurance coverage (Mar 31) and compare to the last date in the Pay Period (Mar 30). No dates are available for this rule.

If the employee is retiring, then the employee would have the choice of either taking the Two-week Extension or possibly paying the ½ month of retiree insurance premiums without the premium benefit.